



File Number: \_\_\_\_\_

**Talbot County Department of Planning and Zoning**  
**215 Bay Street, Suite 2**  
**Easton, Maryland 21601**  
**410-770-8030**

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### **Notice of Application**

1. The applicant shall provide proof of notice that the public hearing meeting information, once scheduled, was sent to the following **at least 21 days prior to the hearing**:
  - a) Owners of properties contiguous to the short-term rental property;
  - b) Owners of properties across a roadway, easement or right-of-way from the short-term rental property;
  - c) Owners of all other properties with a property line within 1,000 feet, including in line of site within 1,000 feet across waterways, of the short-term rental dwelling;
  - d) If applicable, a homeowner's association, property owners association or covenant administrator for the development where the short-term rental property is located; and
  - e) If the short-term rental property has a right of access over a private road, all other owners of properties who also have a right of access to such road.
2. Notification shall be by priority mail with delivery confirmation, to the mailing address provided on the annual Talbot County tax bill.
3. The notice shall include, at a minimum, information as listed in the example short-term rental notification letter in the application package. This information shall include: the applicant's name, contact information, including address, e-mail, and telephone number; 24 hours contact information in the event of any problem at the short-term rental property; contact information for the Code Compliance Officer or other designated County official; statement that a short-term rental application has been filed with the Talbot County Department of Planning and Zoning and that such application is available for public inspection; and state, if applicable, that a public hearing on the application will be held by the Short-Term Rental Review Board.
4. The notice required by this Section shall be sent out **at least 21 days** before the public hearing on the application.
5. The applicant shall file a Public Hearing certificate of service with the Talbot County Department of Planning and Zoning promptly after sending out the required notice and agenda on a form prepared and approved by the Planning Director. The certificate shall be signed by the applicant certifying that the required notice was sent out in accordance with this Section. The applicant shall also provide the Department with a copy of the notice and agenda that was sent out, and confirmed delivery confirmation receipt(s).

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### **Hearing Notice Certificate of Service**

The Planning Director shall provide the applicant with a copy of the official public notice. The hearing for new licenses **shall be no sooner than 21 days from the application submittal**. The applicant shall send the Short-Term Rental Review Board public hearing notice and agenda by priority mail with delivery confirmation to the list of property owners as outlined above.

**I certify that the required notice was sent out by \_\_\_\_\_, 20\_\_ in accordance with Chapter 190 of the *Talbot County Code* and have attached confirmed delivery confirmation receipt(s) of the notice, a copy of the notice and the public hearing agenda.**

\_\_\_\_\_  
Applicant/Agent's Signature

\_\_\_\_\_  
Date